

Virginia
DOR
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Board for Barbers & Cosmetology/ESTHETICIAN - MASTER ESTHETICIAN & INSTRUCTOR EXAM/LIC APP
Page 1 of 3

10. Are you applying to take an Instructor examination?

☐ No

☐ Esthetician Instructor ♦

VA License No. 1261

Expiration Date _____

☐ Master Esthetician Instructor ♦

VA License No. 1264

Expiration Date _____

♦ In addition to holding the appropriate Virginia practitioner license, instructor applicants are required to complete an instructor-training course approved by the Virginia Board for Barbers and Cosmetology under the supervision of a licensed esthetics or master esthetics instructor in an esthetics school.

Required Documentation: Completed *Training & Experience Verification Form* and transcripts and/or diploma

11. Are you applying for an esthetician license?

No ☐

If no, skip to question #13.

Yes ☐

12. Which method are you using to qualify for an esthetician license?

☐ Completion of an approved esthetics training program in a Virginia licensed esthetics school

Required Documentation: A completed *Training & Experience Verification Form*

☐ Completion of 600 hours of esthetician training which is substantially equivalent to the Virginia program but is obtained outside the Commonwealth of Virginia

Required Documentation: A diploma or official school transcript indicating successful completion of 600 hours of instruction or written verification from the Licensing Board in the state where the 600 hours of training were received

☐ Completion of a substantially equivalent esthetician course (consisting of less than 600 hours of training) and six months of esthetician work experience

Required Documentation: A certificate, diploma or other documentation verifying successful completion of the esthetician course and a completed *Training & Experience Verification Form* documenting at least six months of esthetician work experience

13. Are you applying for a master esthetician license?

No ☐

If no, skip to question #15.

Yes ☐

14. Which method are you using to qualify for a master esthetician license?

☐ Completion of an approved master esthetics training program in a Virginia licensed esthetics school

Required Documentation: A completed *Training & Experience Verification Form*

☐ Completion of 600 hours of master esthetician training which is substantially equivalent to the Virginia program but is obtained outside the Commonwealth of Virginia

Required Documentation: A diploma or official school transcript indicating successful completion of 600 hours of instruction or written verification from the Licensing Board in the state where the 600 hours of training were received

☐ Completion of a substantially equivalent master esthetician course (consisting of less than 600 hours of training) and six months of master esthetician work experience

Required Documentation: A certificate, diploma or other documentation verifying successful completion of the master esthetician course and a completed *Training & Experience Verification Form* documenting at least six months of master esthetician work experience

15. Do you have a **current or expired** esthetician or master esthetician license in any state or jurisdiction within the United States or its territories (excluding Virginia)?

No ☐

Yes ☐

If yes, list the licenses, certifications and registrations in the following table.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

16. Are you applying for a temporary permit? **DOES NOT APPLY TO STUDENT INSTRUCTOR TEMPORARY PERMITS.**

No ☐

Yes ☐

If yes, your sponsor must complete and sign the following sponsorship statement.

I, the undersigned, agree to supervise all activities related to the practice of esthetics for the named applicant, and shall be responsible for his/her esthetic activities during the time the temporary permit is in force.

Printed Name of Sponsor

Signature of Sponsor

Sponsor's Virginia Esthetician/Master Esthetician License No. _____

17. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
- No ☐
- Yes ☐ If yes, please provide a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision.

18. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
- No ☐
- Yes ☐ If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; **and** any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

19. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 7 of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology Esthetics Regulations*.

Signature _____ Date _____